

# **Foothills Rails-to-Trails Coalition**

## **Executive Director Job Description**

The Executive Board of the FTC supervises the Executive Director (ED) and provides workload expectations and priorities. The incumbent receives little direct supervision and has flexibility to establish their work schedule.

*Public Relations:* The ED is the official representative of the FTC. Duties include the development of quality relationships with elected officials and staff from government agencies and other groups/organizations.

*Fundraising:* The ED writes grants and raises funds in support of the FTC. Fundraising can come from any combination of grants, memberships, investments, or Coalition sponsored events. The expectation is that the fundraising covers the cost of the ED's salary and routine FTC expenses.

*Business Administration:* The ED manages the business side of the Coalition to include budget and finance; contract administration; property management; recordkeeping; and insurance and legal requirements.

*Trail Maintenance:* The FTC owns approximately two miles of trail. In coordination with a lead volunteer the ED organizes work parties to assure maintenance is safely performed (e.g., mowing, brushing, and pruning).

*Meeting Facilitation:* The ED plans and facilitates monthly Board meetings to efficiently make decisions and conduct Coalition business.

*Communications:* The ED assures that the Coalition effectively utilizes social media to maintain stakeholder engagement. He/she writes a variety of correspondence pertaining to the daily business of the Coalition. The ED oversees the preparation of the quarterly newsletter.

**Work Schedule:** 32 hours per week with flexibility to set own work schedule.

**Location:** Incumbent works from home and it is preferred that they reside in Pierce County, Washington.

**Benefits:** Paid vacation and sick leave. Monthly reimbursement up to \$500 to help offset the cost of private enrollment in a health plan.